

Wednesday, 21st January 2015 at B&CE, Manor Royal, RH10 9QP

MANAGEMENT GROUP MEETING NOTES & ACTIONS

In attendance: Trevor Williams (Thales UK) (Chair), Keith Pordum (Bon Appetit) (Vice Chair), Jeremy Taylor (Gatwick Diamond Business), Michael Deacon-Jackson (Represented by Laura Mills) (FTD Johns), Cllr Peter Smith (Crawley Borough Council), John Peel (Coast-to-Capital LEP), Zoe Wright (BandCE), Steve Sawyer (MRBD Limited), William Perks (Peter Perks Limited), Carrie Burton (Crawley Borough Council), Jeremy Day (Doosan), Eddie Finch, (Auditel), Caroline Hitchcock (B&CE), Marie Ovenden (West Sussex County Council), Fergus McLardy & Nicki Clark (BE Group) (GUEST)

Apologies: Paul Searle (P&H Motorcycles), Markus Wood (Avensys), Joanne Rogers (Prowse), Sarah Godfrey (Virgin Atlantic), Mel Mehmet (easit), Paula Jeffrey (Grant Thornton), Brett North (Elekta), Chris Primett (Welland Medical), Mark Curtis (Split Image), Tony Maynard (CGG), Oliver Ellingham (Lok'nStore)

Meeting outcome	Action / outcomes
<p>1 Welcome Trevor Williams opened the meeting and welcomed Carrie Burton Interim Head of Economic Development & Town Centre Regeneration for Crawley Borough Council. Plus guests Fergus McLardy and Nicki Clark (BE Group)</p> <p>TW Informed the group of the intention to undertake a mid-term review of the business plan. This would involve a half-day session to take stock and forward plan projects and services in line with the stated plan to ensure correct prioritisation and investment. TW called for volunteers.</p>	<p>ALL members of the group to indicate their interest in being involved in the strategy review session.</p>
<p>2 Approval of minutes The minutes from the previous Board meeting of 22 October were approved.</p>	<p>Minutes approved</p>
<p>3 Update from the Board (key decisions) Trevor Williams and Keith Pordum were formally nominated as Chair and Vice Chair respectively for the next year of the BID. They will be in post until the net AGM.</p> <p>Year three budget was presented detailing Central Costs, Core Service Costs and New Project Costs. A reminder that central costs will go up due to appointment of assistant, forced office move and decision to have fully audited accounts. These costs are in line with original BID Plan Budget and success of attracting third party funds will reduce these costs as a proportion of the whole.</p> <p>Sums have been set aside for local trade activities, training brokerage and HR Forum. New projects include Gateway Three Upgrade and area-wide signage and wayfinding project (third party funds have been applied for to support both).</p> <p>A decision had been made by the Board to develop a Winter Maintenance Plan to cover those areas not covered by West Sussex County Council and to engage Central Sussex College (after a selection process) to develop a training programme.</p> <p>Year three BID levy bills would be held at Year two levels.</p>	
<p>4 NEW ITEM – Article 4 Cllr Peter Smith informed the Group that the Council was investigating the introduction of an Article 4 to restrict conversion of commercial buildings for residential use in Manor Royal. Legal advice was being sought concerning the implications for the Council and businesses would be consulted over the next 12 months.</p>	

<p>5</p>	<p>Buy Manor Royal – Report and Recommendations</p> <p>Fergus McLardy and Nicki Clark (BE Group) presented the findings of work undertaken to support local trade as part of the Buy Manor Royal Project.</p> <p>This project had run since July 2014. The objectives were to identify who delivers what on Manor Royal (including possible buyers of those products), to establish how ready businesses were to access new and existing supply chains / opportunities, to facilitate introductions and gather intelligence about the appetite and feasibility for local trade and what support was needed.</p> <p>The first phase involved an extensive data gathering exercise. However, the engagement was low and it became quickly apparent that this approach was not working and would not yield the desired results.</p> <p>The approach was revised to improve engagement through practical workshop delivery. This proved more popular. Three events took place between September and December engaging 106 companies and 150 delegates. The feedback was good and drop-out rate low showing an appetite for this kind of event.</p> <p>The BE Group provided some recommendations for taking the programme forward. These were set out in the accompanying report circulated to MRBG members.</p> <p>The group were disappointed this work was not more successful and that the intended objectives were not delivered. There remained a desire to connect Manor Royal businesses although this might not be through a dedicated Meet the Buyers to begin with, instead to build on formats already in place and organising workshop based opportunities for companies to connect. This may or may not feed into the wider Gatwick Diamond Meet the Buyer programme although there was caution about investing in the event unless some specific “added value” for Manor Royal can be derived.</p> <p>In conclusion there remained a gap in how Local Trade in Manor Royal could be promoted through the BID and the Buy Manor Royal project only partially moved this forward. However, it did show an appetite for some form of activity, possibly around a programme of info events (including the promoting the benefits or Broadband), building on Know Your Neighbour and development of the directory.</p>	<p>Produce the business directory (expected to be part of the new website) SS</p> <p>Consider a programme based on report findings SS</p> <p>Further consideration of the Buy Manor Royal approach as part of strategy review day</p>
<p>6</p>	<p>Other Business</p> <p>Executive Director presented details of key projects for the next year of the BID, in particular Gateway 3, Signage & Wayfinding and County Oak Corner. All projects are being prepared for planning. Some form of third party funding had been sought for all projects.</p> <p><u>Gateway 3:</u> Consultation had been running online throughout December and early January. This included 4 possible treatments and the re-introduction of a revised “rabbit scheme” following feedback from the Showcase event in November. The Rabbit scheme was by far the most popular and fits with a local narrative, a nature / sustainability theme that could be replayed at other locations and would create a statement piece that would be memorable and fun for visitors and staff. However, concerns expressed by some needed to be responded to and more work is needed before progressing this to planning.</p> <p><u>Signage and Wayfinding:</u> Audit and review of signage had been undertaken. Costs of full “family of signs” treatment to upgrade existing and reinforce the brand, look and feel had been estimated at circa £400k. Additional funding is required. Planning permissions and licences are being sought. Different elements of delivery to be prioritised and phased.</p>	<p>TW / SS to offer to meet concerned parties</p> <p>SS to prioritise signage project for delivery and oversee next phase</p> <p>JP offered assistance where LEP funding was involved</p>

<p><u>Know your Neighbour</u>: a reminder to the group of this event taking place on the 12 March at the Crowne Plaza. Content for Seminar three being sorted.</p> <p><u>Procurement Hub</u>: Eddie Finch updated on the progress of the Manor Royal Procurement Hub. The group waste project was picking up after a slow start with a number of companies expressing interest. Eddie provided a number of examples of where businesses had recovered their BID levy payment.</p> <p><u>Social responsibility day</u>: Jeremy Day highlighted the opportunity to engage companies through a social responsibility / community type day especially those bigger companies who all had an obligation to being socially responsible.</p> <p><u>Gatwick Airport</u>: Executive Director reminded the group of the prepared statement (draft) on Airport Commission Runway Expansion. Important that MRBD makes a response and that the group are comfortable with it. Deadline for submission 3rd Feb. Final comments need to be received by 28 Jan 2015.</p>	<p>ALL to support and sign up to KYN 2015</p> <p>SS to consider possibility of social responsibility day.</p> <p>ALL to feedback comments on Gatwick Statement.</p>
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All business having been completed the meeting was CLOSED at 1130am.

DATES FOR THE DIARY (*Call for volunteers to host a future Board or Management Group meeting*).

- 12 March 2015 (all day) Know Your Neighbour 2015
- 13 March 2015 (900am) Board meeting - *to be rearranged*
- 29 April 2015 (845am) Management Group